

2 January 1947

OFFICE OF REPORTS AND ESTIMATES
Office Operating Procedure
O.R.E. Instruction No. 4-47

SUBJECT: Functions of the Office of Reports and Estimates

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The following memorandum from [REDACTED] Executive to the Director, Central Intelligence Group to the Assistant Directors and the Chief of ICAPS, subject: Functions of the Office of Reports and Estimates, 19 December 1946, is quoted in its entirety for the information and guidance of all concerned.

"The Office of Reports and Estimates will function in accordance with the following policies:

1. The mission of the Office of Reports and Estimates is the establishment of requirements for and production of strategic and national policy intelligence; and intelligence for other agencies, requirements for which may be established by appropriate agency agreement with CIG.
2. In carrying out his mission the Assistant Director for Reports and Estimates will:
 - a. Recommend over-all research and analysis policies and prepare implementing directives to put them into effect.
 - b. Be the exclusive research and evaluation agency of the Director of Central Intelligence.
 - c. Establish his requirements for intelligence information and intelligence from all sources and request OCD to meet these requirements, except for the direct exchange of information with other departmental research agencies collaborating in studies, through approved liaison channels.
 - d. Assess the adequacy of intelligence information received and inform collection agencies through OCD, of this assessment.
 - e. Implement the research aspects of developing the national intelligence requirements.

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f. Provide adequate representation in the OGD Reading Center to assist in the timely dissemination of intelligence information and insure preliminary evaluation prior to dissemination when deemed essential.

g. Receive, review and evaluate all intelligence information received by CIG and produce required intelligence.

h. Prepare required reports and estimates and evaluate significant trends.

i. Provide required intelligence briefings.

j. Maintain a Reference Branch as a repository for all intelligence information and intelligence to be permanently recorded by CIG, and establish, in coordination with OGD, procedures for utilization of its materials by other agencies. A central machine operation will be developed for processing all materials appropriate to machine handling. This Reference Branch will be a temporary responsibility pending organizational development and availability of space for later efficient independent operation of a CIG Reference Center.

k. Coordinate with OGD and P & A Branch for dissemination requirements and production schedules.

l. Maintain necessary liaison, under CIG liaison policy, to accomplish his mission.

3. The activities of the Office of Reports and Estimates will be coordinated with CIG and with outside agencies by the Interdepartmental Coordinating and Planning Staff under established CIG policies."

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